

# MONROE COUNTY

## JOB DESCRIPTION

<b>Position Title:</b> RESPITE WORKER		<b>Date</b> 4/1/99
<b>Position Level:</b> 3	<b>FLSA Status:</b> Nonexempt	<b>Class Code:</b> 3-7

### GENERAL DESCRIPTION

Primary function is to relieve the primary caregiver of the constant demands of caring for a physically and/or mentally impaired individual. Reports to a designated Supervisor and ultimately to the Sr. Administrator.

### KEY RESPONSIBILITIES

1. \*Performs housekeeping duties (cleaning, laundry) and minor home repairs.
2. \*Provides personal hygiene care for the client such as bathing, toileting, mouth and teeth care, etc.
3. \*Performs shopping duties for clients and picks up grocery items, medications, etc.
4. Provides emotional companionship to the client. Plans activities/exercise for the enjoyment of the client.
5. \*Prepares meals.
6. \*Travels in the performance of daily duties.
7. Completes paperwork as required.
8. Performs other duties as assigned.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	H.S. Diploma or GED required.
<i>Experience:</i>	0 to 1 year.
<i>Impact of Actions:</i>	Decisions and impact are limited to decisions and planning within a small work group or project team.
<i>Complexity:</i>	Basic: Work consists of moderately complex procedures and tasks where analytic ability is required. Work may involve the comparison of numbers, selection of appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work policies or procedures.
<i>Decision Making:</i>	Basic: Ongoing supervision is provided on an "as needed" basis. Some independent judgment is necessary to select and apply the most appropriate of available procedures.
<i>Communication with Others:</i>	Requires regular contact within the department and with other departments, outside agencies and the general public, supply or seeking information.
<i>Managerial Skills:</i>	Involves no responsibility or authority for the direction of others.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On Call 24 hours pending disasters.
<i>Other:</i>	Florida Drivers License. CPR/First Aide Certification.

<b>APPROVALS</b>	
<i>Department Head:</i>	
Name: _____	Signature: _____ Date: _____
<i>Division Director:</i>	
Name: _____	Signature: _____ Date: _____
<i>County Administrator:</i>	
Name: _____	Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_